



information on agreement
with United Way of LA

MEMORANDUM

United Way of Los Angeles
Pub. Works Admin. Lawndale
Admin. " "
community centers Lawndale

To: Elaine Beck, Salvation Army Fam. Services Date: October 28, 1975

From: Paula Cone, ^{Dept of} Director of Social Services

Subject: Responsibilities relating to Family Service Center Referral Clerk

Regarding our conversation of October 27, 1975, discussing the responsibilities of the Referral Clerk in relation to the City of Lawndale and the United Way Agencies in the City:

After discussing the evaluation of Eleanor Ballesteros as a C.E.T.A. employee with both the City's Administrative Services Coordinator and Pat Brown, United Way, the following guidelines have been established:

1. The City of Lawndale will employ the Referral Clerk through existing C.E.T.A. programs. The City will also be responsible for evaluating personnel, as well as processing the individual as an employee.
2. The Referral Clerk's, work schedule, vacation periods, notification of illness, and payroll changes will be cleared through the Director of Social Services and then coordinated with the United Way.

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3. The United Way will act as personnel trainer due to the fact that the Referral Clerk will be working with numerous agencies located within the three separate units of the Lawndale Family Service Center.

4. Any difficulties experienced by the Referral Clerk or agencies in relation to the Referral Clerk should be brought to the attention of the Director of Social Services.

Elaine, I hope this further clarified the Salvation Army role with relation to Eleanor. If you need further clarification please contact me.

Paula

cc: Pat Brown

76 02615

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MEMORANDUM

To: CITY ADMINISTRATOR Date: NOVEMBER 6, 1975

From: DIRECTOR OF SOCIAL SERVICES

Subject: ANNUAL REPORTS, UNITED WAY AGENCIES OCCUPYING
LAWNDALE'S FAMILY SERVICES CENTER

Attached are the annual reports from the Centinela Valley Y.M.C.A., Child, Parent, Youth Counseling, Children's Home Society and Salvation Army Family Services, indicating services rendered in lieu of rental fees for the City owned facility.

In summary:

The Centinela Vally Y.M.C.A. has provided \$1,210.51 in services such as camperships, memberships and excursions to needy youth and 300 hours of service by professional staff counseling equaling \$2,100. 2500 persons were served.	\$1,210.51 2,100.00
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The Child, Youth, Parent Counseling provided 1,710 hours of professional counselings serving 236 unduplicated persons.	9,872.00
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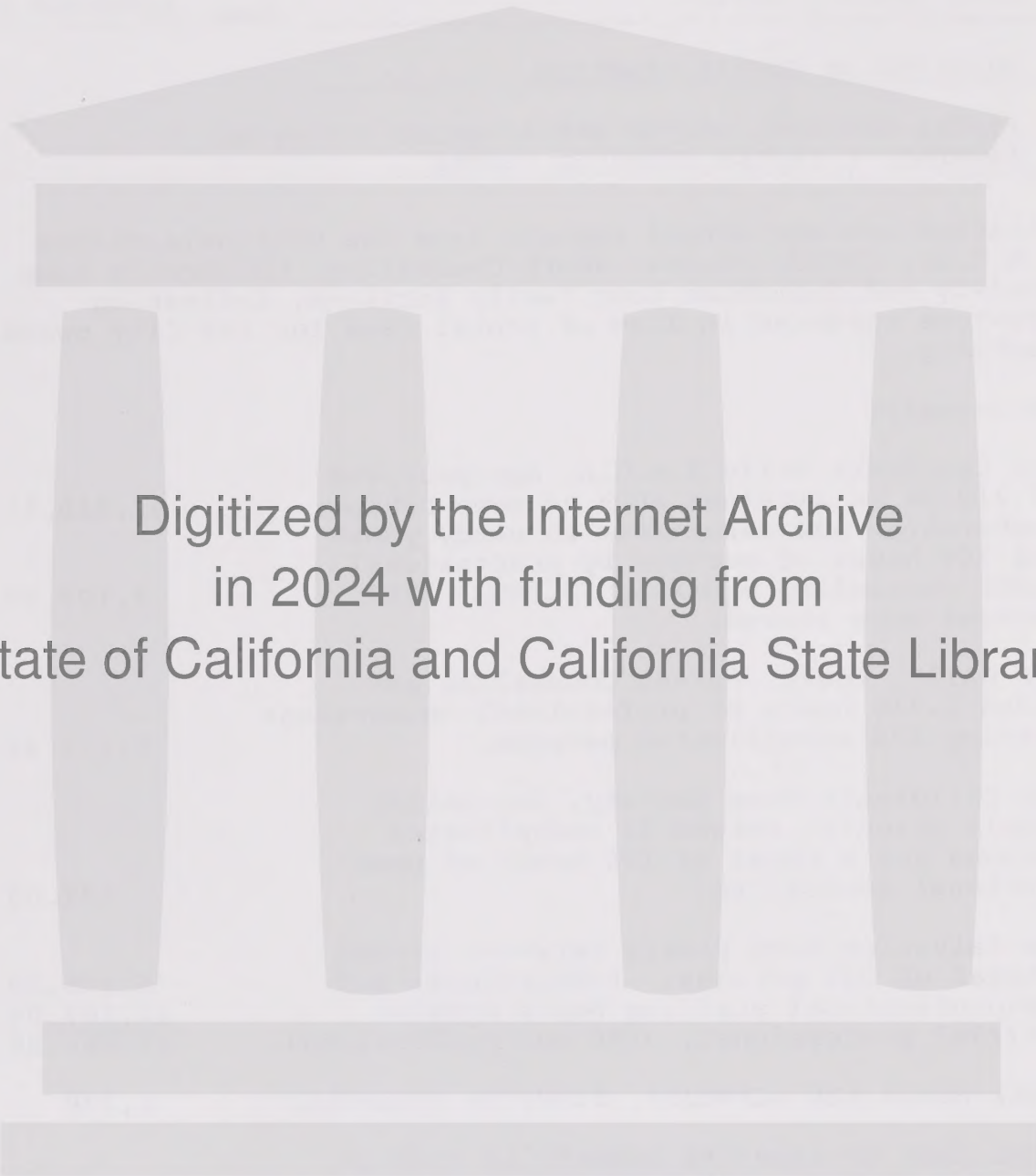
The Children's Home Society, Counseling single parents, served 32 unduplicated persons for a total of 100 hours of professional counseling.	577.00
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The Salvation Army Family Services served a total of 353 persons. Professional and non-professional staffing hours equaled 4667:987 professional; 3680 non-professional	6,909.00 12,107.00 19,016.00
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TOTAL HOURS ALL AGENCIES, SERVICES RENDERED:	6,778
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TOTAL COST OF SERVICES DONATED IN LIEU OF BUILDING RENTAL - ALL AGENCIES:	\$32,775.51
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The Y.M.C.A. has met, in fact, exceeded their contract obligations. At a recent meeting with the Agency Relations Director of United Way, Al Thompson and myself, it was decided that this year's contract for facility usage, Family Service Center, would be negotiated with United Way as the



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Memo to City Administrator
November 6, 1975
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"parent agency" instead of with individual agencies, i.e.
Y.M.C.A.

This concept was discussed with Pat Scott, General Director,
Centinela Valley Y.M.C.A., and the new terms of the proposed
contract are agreeable with him.

Terms of the proposal are also attached.

A handwritten signature in cursive script, appearing to read "Paula".

Paula Cone

PC:jd

76 02615.1

L E A S E

THIS LEASE made and entered into this 19th day of January, 1976, at Lawndale, California, by and between the CITY OF LAWNDALe, a California Municipal Corporation, hereinafter referred to as "Lessor," and UNITED WAY INCORPORATED OF LOS ANGELES, a California nonprofit corporation, hereinafter referred to as "Lessee";

W I T N E S S E T H:

FIRST: Description of Demised Premises:

For and in consideration of the rent herein reserved, and of the promises and agreements herein contained, Lessor does hereby demise and lease to Lessee the nonexclusive use of that certain real property and improvements situated in the City of Lawndale, County of Los Angeles, State of California, consisting of three buildings located at 14710, 14714, and 14718 Grevillea Avenue; subject to all conditions, restrictions and reservations of record and also those contained herein.

SECOND: Term:

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The term of this lease shall be for the period of one (1) year commencing as of the 19th day of January, 1976, and ending on the 18th day of January, 1977. Renewal of said lease may be made annually thereafter, providing the parties mutually agree to such renewal at least 30 days prior to the expiration date of this Lease.

THIRD: Rent:

In exchange for the use of said premises, the Lessee shall provide certain services to needy and deserving individuals and families residing in Lawndale. Such services shall have a total annual value of not less than four thousand four hundred and ten dollars (4,410.00), to be prorated in the event of early termination, and shall be provided free of charge. The value of services provided shall be calculated in accordance with each agency's current standard schedule of fees. Any combination of social services consistent with identified community needs and approved by the City's Director of Social Services, which is equivalent to the agreed upon value of said premises, shall hereinafter be referred to as RENT.

FOURTH: Purpose:

The premises shall be used to furnish the citizens of Lawndale and others with a program of social services provided by member agencies and within the general purposes of United Way. The premises shall also be made available to other community groups and service organizations during such time periods when no conflict or interference could result with respect to the ongoing programs of the City or of tenant United Way agencies. The Director of Social Services shall determine any question of conflict and that determination shall be final as between the parties.

FIFTH: Utilities:

The Lessor agrees to assume responsibility for payment of natural gas, electricity, and water utility charges. Such charges have a current estimated annual value of four hundred and fifty dollars (\$450.00) and are included in the aforementioned calculation of rent.

SIXTH: Maintenance and Repairs

Lessee hereby agrees to be responsible for routine interior maintenance, cleaning and decoration. Further, all repairs necessitated by abuse or abnormal usage shall be the responsibility of Lessee. Examples are: damages not resulting from normal wear and tear, and overloads on electrical and plumbing systems. Lessee's maintenance responsibilities shall also include pest control not covered by the Lessor.

Lessor hereby agrees to replace or repair all items, not including broken windows, subject to normal wear and tear. Lessor further agrees to maintain building exteriors and landscaping and to assume responsibility for control of pests which are detrimental to the structural soundness of the buildings. The value of all maintenance and repairs performed by the Lessor shall be computed during each contract period and shall be included in the calculation of the value of facility usage for any succeeding contract renewal period.

SEVENTH: Alterations or Improvements:

After first obtaining the written approval of the Lessor, the Lessee may, at its own cost and expense, make any and all alterations or improvements (which do not affect the structural features of the building) upon conformance with Civic Center Overlay Zone requirements and compliance with other applicable City ordinances or public laws which are consistent with the purpose as forth in this lease.

Lessee further agrees to keep the premises free and clear from any and all liens of mechanics or material and all liens arising out of any alteration or maintenance of said premises.

EIGHTH: Assignment and Sub-Letting:

Lessee shall not assign or sub-let said premises or any part thereof.

NINTH: Agency Relations:..

Lessee hereby agrees to be responsible for coordinating United Way member agencies to: insure cooperation in referral of clients, prevent undue duplication and overlap of services, and settle disputes over facility usage and agency responsibilities. Further, Lessee shall designate a staff member to act as liasion with Lessor for purposes of administering provisions of the agreement.

TENTH: Reports:

Lessee hereby agrees to be responsible for the preparation of semi-annual activity reports which include the kinds and quantities of services delivered as well as the estimated value. One of such reports will be due thirty days prior to the anniversary date of this agreement and will also include a program prospectus for the forthcoming year.

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ELEVENTH: Recovery of Demised Premises:

In the event the Lessee shall fail to provide those services designated herein as Rent, as herein required, or fails to comply with any of the other terms, conditions, or provisions of this lease on its part to be met, kept, and performed, then in that event the Lessor may declare this lease terminated and in such event said Lessor shall have the right to enter upon and recover the said premises and the possession thereof with or without process of law and remove all persons therefrom.

TWELFTH: Option to Cancel:

Either Lessor or Lessee may at any time, upon sixty (60) days written notice to the other party, terminate this lease. Upon such termination, the rent (as designated herein) shall be prorated to the date of vacancy.

THIRTEENTH: Insurance:

Lessee agrees to carry liability insurance in an amount of not less than Seven Hundred and Fifty Thousand Dollars (\$750,000) for one injury and One Million Dollars (\$1,000,000) for one accident; in favor of the United Way and the City, its officers, employees, agents, servants, boards and commissions; and Lessee further agrees to assume responsibility for assuring that all employees of the United Way or its affiliate agencies, who work on the premises, are covered by Workmen's Compensation Insurance. Lessor shall insure, at its option, the said premises against loss by fire or casualty and Lessee shall carry insurance against fire or casualty loss involving the contents owned by Lessee. Lessee shall not be obligated to carry fire or casualty insurance upon the lease premises. Policies of liability insurance shall contain a provision that they shall not be cancelled without thirty (30) days prior written notice to Lessor and shall be in such form and shall contain such provisions as are reasonably required by the City Attorney.

FOURTEENTH: Hold Harmless:

Lessee shall hold the Lessor harmless from any and all claims by third party's resulting from or in any way related to the use of the premises by Lessee or any member agency and shall defend Lessor from any such suits or actions at Lessee's cost. In the event Lessor is held in any way financially responsible for any such claim or loss Lessee shall, immediately reimburse Lessor therefore.

IN WITNESS WHEREOF, the parties hereto have their hands
and affixed their official seals the day and year first
written above.

UNITED WAY INCORPORATED
OF LOS ANGELES, CALIFORNIA

By Paul G. Miller
Its Chairman of the Governing Board

By [Signature]
Its Secretary

LESSEE

CITY OF LAWNDALE, a California
Municipal Corporation

ATTEST:

Lloyd de Lamas
CITY CLERK

By Mervin Kamm
ITS MAYOR

LESSOR

APPROVED AS TO FORM:

Thomas F. Winfield
CITY ATTORNEY

SERVICES PROVIDED IN
LAWNDALE COMMUNITY SERVICES CENTER

February, 1976

Salvation Army Family Services:

Marriage, family, and child counseling.
Referrals welfare services.
Meals on Wheels.
Christmas planning, summer camps for underprivileged children.
Consumer education programs.

Elaine Beck

Jewish Council of Women of Los Angeles
Child, Youth and Parent Counseling

Individual family and group counseling services for such problems as fighting with parents, sexual behavior, school failure, truancy, family break-ups, etc.

Ester Jacobs

Family Services of Los Angeles

Family counseling - social problems, marital adjustment, parent-child relations, physical and mental health problems, unmarried parenthood.
Psychiatric consultation available.
Financial counseling, consumer credit counseling.

Ed Hummel

Childrens Home Society

Pregnancy counseling for unwanted, unplanned pregnancy, family planning, adoption assistance, single parent counseling. Counseling families with developmentally disabled children.

Jeri Humphry

YMCA

Hot Line - crisis intervention, drug problem referrals.
YMCA Indian Guides and Indian Maidens.
High School social clubs.

Services Provided in Lawndale
Community Services Center
February 1976
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Emphasis on family unity through family participation
in programs.

NYPUM - National Youth Program Using Minibikes.

Pat Scott

International Institute

English as a second language, training and instruction.

Haven House

Counseling - Families with a member experiencing an
alcoholism problem.

Behavioral Health Services

Teenage alcohol abuse counseling.

Connie McFall

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